

~~SECRET~~

Approved For Release 2001/08/07 : CIA-RDP79-00498A000500020003-1

DDA Registry

File

Personnel!

DDA 76-4356

30 August 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM : John F. Blake
Deputy Director for Administration

Hank:

1. You will recall at the Executive Advisory Group Meeting on 27 August, I made particular comment on a proposal by Sayre Stevens to do more in the matter of Intra-Directorate rotation.

2. I thought you might like to review how we have recently gone about it in this Directorate. First of all, the matter was discussed for several hours at the DDA Office Directors' Conference [REDACTED] in April of this year. There was a favorable majority, but not a complete consensus on the part of the Office Directors to see the program developed. However, the need for such a program just screams and we decided to go ahead. All ultimately cooperated in a good and reasonable fashion.

25X1A

3. There is attached for your perusal extracts from the proceedings of the Office Directors' Conference, a copy of a memorandum announcing our intent to implement the program and, thirdly, a copy of the memorandum announcing the rotations.

4. We intend to give this matter some publicity as I think it will be a contribution to morale. Our first endeavor will be an article, complete with a photograph, in the October 1976 issue of the DDA publication, "Exchange".

25X1A

[REDACTED]

~~SECRET~~

John F. Blake

Atts

1 - DDA Subj w/atts & background (DDA 76-3459)

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Orig - DDCI w/Atts 1 - ER w/atts

E2 IMPDET
CL BY 001777

SECRET

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EXTRACT FROM MINUTES OF 2-4 APRIL 1976 DDA OFFICE DIRECTORS CONFERENCE:

DDA INTER-OFFICE ROTATION

"Mr. Blake stressed that the last two conferences placed emphasis on the desirability of inter-office rotation. Little has happened to this point. In his opinion, a small number of individuals whose bona fides are good and seem to have strong potential for leadership over the next ten years need to get broadened experience within the Directorate.

25X1A

Mr. Fitzwater, supported by [redacted] and [redacted] made some good points on behalf of the problems of rotation in those Offices heavily populated with technical specialties. While strongly supporting inter-office rotation, there are some inherent problems that must be faced. Generally speaking, it was agreed that personnel at the lower levels are not likely to be ready for rotation outside their home base Office and GS-14 was accepted as the minimum grade. While ways of implementing a rotation scheme varied among the Office Directors, it was agreed that, at least to get a program started, a somewhat formalized structure will be necessary. Mr. Blake committed himself to get this underway within 60 days.

25X1A

"It might be worth noting that at least one Office Director suggested that he tends to favor a confederation of Offices and is not sure that this is bad since the Offices within the DDA are heterogeneous entities requiring different skills among its people. He admitted that there might be a very few individuals in his Office who could be rotated elsewhere and these might be the long-range manager talent the Directorate is looking for. He cautioned, however, that the overall Directorate effort should be limited indeed.

25X1A

"After the above discussion on rotation in general, [redacted] asked the question as to whether the Office Directors present felt that they would be better qualified to manage their Offices if they had had rotational assignments earlier. Each of the Office Directors was asked to respond and, interestingly enough, only three felt strongly that rotational assignments made for better management capability. The others pretty much took the position that while nice, it was not essential to good management. Of overriding importance is the necessity to have broad experience in the Office which he directs.

E2 IMPDET

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SECRET

"Although most of the Office Directors expressed the opinion that inter-office rotation is not necessarily a training ground for managers, they agreed that a rotational program would be worthwhile both to provide a broader base for management and to reduce or eliminate parochialism."

SECRET

PERSONNEL
27 May 1976

DDA ADMINISTRATIVE
NOTICE 76-6

DDA PERSONNEL ROTATION PROGRAM

POLICY

It is the policy of the Directorate of Administration that employees be given the opportunity to develop and strengthen their experience in the broadest possible areas of administrative support. To assist in achieving this goal a limited Directorate rotational program is established to select highly qualified individuals for assignment to positions in Sub-Groups other than their own. As experience is gained in operating this program its extension is envisioned.

ELIGIBILITY

Staff personnel in grades GS-14 through GS-16 are eligible for nomination. Those nominated will have demonstrated the ability to assume positions encompassing broader responsibilities and covering wider administrative dimensions. Each employee selected should have exhibited excellent performance in his area of responsibility as indicated by the last two fitness reports.

POSITION IDENTIFICATION AND SELECTION PROCESS

To implement this policy each DDA Office Director (except D/MS) will identify at least one position at the GS-15/16 grade level which may be staffed by an officer from another DDA Sub-Group. He will also select at least two officers from his Sub-Group to be considered for rotation to another Sub-Group. Details on each position as to grade, type duties to be performed, recommended length of assignment, and the date assignee is needed will be prepared. For each officer nominated a current biographic profile, the last two fitness reports and a short resume of duties in his various assignments will be provided. This information will be forwarded to the DDA/CMO not later than 1 July 1976.

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By 15 July 1976 the DDA/CMO will forward to each Office Director information on positions identified and officers nominated for rotation by the Sub-Groups. Each Office Director will submit by 2 August to the DDA/CMO his recommendation for proposed assignment of officers to each of the identified positions indicating a principal and an alternate for each.

By 16 August 1976 the Senior Personnel Resources Board will convene to select primary and alternate candidates for each position. The list of Board selectees will be forwarded to the DDA for final approval; concurrently, the reassignment date (usually within a six-month period) will be established.

The program now being administered by the DDA Personnel Panel to fill a limited number of MG positions for which no MG officer is available is considered a supplemental plan and is not to be used as an alternative to this program.

DURATION

Normally the assignment will be for a two-year period and a letter of understanding will detail the agreement. The sponsoring office will maintain career responsibility for its candidate. This will include competitive ranking evaluation so that the individual will receive appropriate consideration for further development and advancement. The host office will prepare the employee's annual fitness report and any other correspondence concerning performance in the assignment. The employee will be assigned to an established position and will not be placed in the development complement.

EMPLOYEE COUNSELLING

The selected employee will be advised of assignment duration and of the obligation to return to the parent office upon completion of the prescribed tour. The employee will be advised that this voluntary assignment is a developmental one designed to broaden his view of Agency requirements and further develop his managerial skills. It is the responsibility of the sponsoring office to ensure that the employee receives firm counselling on the purpose of the rotational assignment, promotions, future assignments, and what is planned upon return from the rotational assignment.

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ADMINISTRATIVE - INTERNAL USE ONLY

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ANNOUNCEMENTS

Each Office will ensure that all qualified employees are considered for this voluntary program. Interested employees should make known to their respective career Sub-Groups their interest in being considered for participation in the program. Inquiring employees will be counselled on their eligibility for program participation. Employees are reminded, however, that only a few positions are being identified and, therefore, only the most highly qualified will be selected to participate.

POSITIONS

Although Offices may identify more than one position for Senior Personnel Resource Board consideration each (including O/DDA but with the exception of OMS) will host one officer during the initial phase of the program.

STATINTL

[REDACTED]
John F. Blake
Deputy Director
for
Administration

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ADMINISTRATIVE - INTERNAL USE ONLY

23 August 1976

MEMORANDUM FOR: Deputy Director for Administration

25X1A FROM : [REDACTED]
THROUGH : Chairman, Senior Personnel Resources Board
SUBJECT : Senior Rotation Program

1. The Senior Personnel Resources Board has been meeting in a series of sessions to complete a list of candidates for the Senior Rotation Program. Candidates nominated for your approval are as follows:

<u>Office</u>	<u>Position</u>	<u>Person</u>	<u>SD</u>
Communications	C/Engineering Support Div	[REDACTED]	MZ (ODP)
Personnel	O/DD/Pers for Plans & Control	[REDACTED]	MT (OTR)
Data Processing	Chief/"C" Division	[REDACTED]	ML (OL)
Security	DC/Technical Security Div	[REDACTED]	MC (OC)
Training	Instructional Dev Group	[REDACTED]	MS (OS)
Finance	Acct/Member Planning Staff	[REDACTED]	MG (O-DDA)
Logistics	Log Plan Off/C/Plns & Prog Stf	[REDACTED]	MF (OF)

2. All Office Directors have accepted the personnel as indicated above. [REDACTED] the SSA, however, has serious reservations about the nominee, [REDACTED] as his assistant. He is concerned about his depth of knowledge and ability to respond to the many problems presented to the SSA and Assistant SSA/DDA. Also he has reservations concerning [REDACTED] who was considered by the Board as an alternate for the position, because he feels that [REDACTED] may not have sufficient stature for the job. This nomination appears to be the only problem existing at this time. Your approval of this report should indicate your specific desires for the position of Assistant SSA/DDA.

~~CONFIDENTIAL~~

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3. The actual rotation date for the officers listed above will be arranged with each Office Director. It is anticipated that some will be as soon as the month of September 1976 and others could be delayed as late as Spring 1977.

[REDACTED]

25X1A

25X1A

APPROVED:

[REDACTED]

23 Aug 76

DISAPPROVED:

[REDACTED]

Approved For Release 2001/08/07 : CIA-RDP79-00498A000500020003-1

EYES ONLY

DD/A 76-3469

FBI Registry

1 JUL 1976
Personnel -1

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Personnel
Director of Security
Director of Training

STATINTL FROM : [REDACTED]
Career Management Officer/DDA

SUBJECT : DDA Personnel Rotation Program

REFERENCE : DDA Administrative Notice 76-6 dated 27 May 1976

1. In accord with reference Notice, we are forwarding information on the individuals nominated and the positions identified for the initial running of the DDA Personnel Rotation Program.

2. All positions are at the GS-15 grade level and are as follows:

- a. Chief, Engineering Support Division/Office of Communications
- b. Chief, "C" Division/Office of Data Processing
- c. Chief, Compensation and Tax Division/Office of Finance
- d. Logistics Planning Officer, Chief/Plans and Programs Staff/Office of Logistics
- e. Personnel Officer/Office of DD/Personnel for Plans and Control/Office of Personnel
- f. (1) Deputy Chief, Technical Security Division/Office of Security
(2) Security Officer/Clearance Division/Office of Security
- g. (1) Chief, Instructional Development Group/Office of Training
(2) Training Officer/Senior Instructor in Information Science Training Branch/Office of Training
- h. Administrative Officer/Special Support Assistant/DDA/Office of the Deputy Director for Administration

EYES ONLY

EYES ONLY

3. The officers nominated are:

STATINTL

GS-15	MC
GS-15	MG
GS-15	MT
GS-15	MS
GS-15	MS
GS-15	MF
GS-15	MZ
GS-15	MF
GS-15	ML
GS-15	MP
GS-15	ML
GS-15	MC
GS-14	MT
GS-14	MP
GS-14	MZ
GS-14	MG

4. We are very pleased with the selection of both officers and positions. In accord with reference Notice, each Office Director must now offer recommendations for proposed assignment of officers to each position by indicating a principal and alternate for each. These recommendations should be returned to my office by COB 2 August 1976.

STATINTL

Distribution:

1 - cy ea addressee
1 - DDA subj
1 - DDA chrono

Administrative - Internal Use Only DDA Registry

Approved For Release 2001/08/07 : CIA-RDP79-00498A000500020003-1

File

Personnel

DDA 76-2249

4 May 1976

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : DDA Personnel Rotation Program

1. The attached draft is the outcome of one of our discussions at the recent Office Director's Conference
2. There are several ways, obviously, such a program can be mounted but we think the program described in the attachment will do the trick. May I have your reaction by 14 May 1976. If it is affirmative and brief a telephone call will do. Otherwise, let's have a note and then we will see what it all looks like.

/s/John F. Blake

John F. Blake

Att (As Stated/Same Subject: Prepared by CMO-DDA)

Distribution:

Orig - D/OC w/cy Att	
1 - Ea Other Office Director	1 - DDA Subject w/Att
w/Att	1 - DDA Chrono w/Att
1 - AI-DDA w/att	1 - JFB Chrono w/o Att
1 - C/ISAS w/att	
1 - C/IPS w/att	
1 - CMO-DDA	DDA:JFBlake:der (4 May 1976)

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Administrative - Internal Use Only

~~Administrative Personnel Only~~

4 May 1976

SUBJECT: DDA Personnel Rotation Program

POLICY

It is the policy of the Directorate of Administration that employees be given the opportunity to develop and strengthen their experience in the broadest possible areas of administrative support. To assist in achieving this goal a limited Directorate rotational program is established to select highly qualified individuals for assignment to positions in Sub-Groups other than their own. As experience is gained in operating this program its extension is envisioned.

ELIGIBILITY

Staff personnel in grades GS-14 through GS-16 are eligible for nomination. Those nominated will have demonstrated the ability to assume positions encompassing broader responsibilities and covering wider administrative dimensions. Each employee selected should have exhibited excellent performance in his area of responsibility as indicated by the last two fitness reports.

POSITION IDENTIFICATION AND SELECTION PROCESS

To implement this policy each DDA Office Director (except D/MS) will identify a position at the GS-15/16 grade level which may be staffed by an officer from another DDA Sub-Group. He will also select two officers from his Sub-Group to be considered for rotation to another Sub-Group. Details on each position as to grade, type duties performed, and the date assignee is needed will be prepared. For each officer nominated a current biographic profile, the last two Fitness Reports and a short resume of duties in his various assignments will be provided. This information will be forwarded to the office of the DDA/CMO not later than 1 July 1976.

By 10 July 1976 the DDA CMO's office will forward to each Office Director information on positions identified and officers nominated by the other Sub-Groups. Each Office Director will submit by 20 July to the CMO's office their proposed assignments to each of the 14 positions indicating a principal and an alternate.

By 1 August 1976 the SPRB will convene to select primary and alternates candidates for each of the eight positions. The Board selectees will be forwarded to the DDA for final approval; concurrently, the reassignment date (usually within a six-month period) will be established.

The program now being administered by the DDA Personnel Panel to fill a limited number of MG positions for which no MG Officer is available is considered a supplemental plan and is not to be used as an alternative to this program.

DURATION

The assignment will normally be for a two-year period and a letter of understanding will detail the agreement. The sponsoring office will maintain career responsibility for its candidate. This will include competitive ranking evaluation so that the individual will receive appropriate consideration for further development and advancement.

The host office will prepare the employee's annual fitness report and any other correspondence concerning performance in the assignment. The employee will be assigned to an established position and will not be placed in the development complement.

EMPLOYEE COUNSELING

The selected employee will be advised of assignment duration and of the obligation to return to the parent office upon completion of the prescribed tour. The employee will be advised that the assignment is a developmental one designed to broaden his view of Agency requirements and further develop his managerial skills. It is the responsibility of the sponsoring office to ensure that the employee receives firm counseling on the purpose of the rotational assignment, promotions, future assignments, and what is planned upon return from the rotational assignment.

ANNOUNCEMENTS

Each Office will ensure that all qualified employees are considered in this voluntary program. Interested employees should make known to their respective career Sub-Groups their interest in being considered for participation in the program. Inquiring employees will be counselled on their eligibility for program participation. Employees are reminded, however, that only a few positions are being identified and, therefore, only the most highly qualified will be selected to participate.

POSITIONS

For the initial phase of the program, each Office will select the following number of position(s) for which a candidate from another career sub-group can be selected:

OC - 1	OS - 1	OF - 1
OP - 1	OMS - 0	OL - 1
OJCS - 1	OTR - 1	O/DDA-1

Although Offices may submit more than one position for SPRB consideration each (including O/DDA but with the exception of OMS) will host one officer during the initial phase of the program.

17 May 1976

DD/A Registry
File Personnel!

TO : CMO
FROM : EO/DDA
SUBJECT: DDA Office Responses to "DDA Personnel Rotation Program"

Communications Agrees

Finance Memo attached (Tab 1)

OJCS Memo attached (Tab 2)

Logistics Agrees

STATINTL OMS [REDACTED] says OMS
is exempt, thus has
no response.

Personnel Memo attached (Tab 3)

Security Agrees

Training Agrees

STATINTL [REDACTED]

Distribution:

Orig - CMO

D - DDA Subject
1 - DDA Chrono
1 - RFZ Chrono

Attachments:

Tab 1 - DDA 76-2449; Tab 2 - DDA 76-2457; Tab 3 - DDA 76-2436

Background: DDA 76-2249: Memo to DDA Office Directors from DDA,
Subject: DDA Personnel Rotation Program

EO/DDA/[REDACTED]:1m (17 May 76)

23 August 1976

MEMORANDUM FOR: Deputy Director for Administration

25X1A FROM : [REDACTED]
THROUGH : Chairman, Senior Personnel Resources Board
SUBJECT : Senior Rotation Program

1. The Senior Personnel Resources Board has been meeting in a series of sessions to complete a list of candidates for the Senior Rotation Program. Candidates nominated for your approval are as follows:

<u>Office</u>	<u>Position</u>	<u>Person</u>	<u>SD</u>
Communications	C/Engineering Support Div	[REDACTED]	MZ
Personnel	O/DD/Pers for Plans & Control	[REDACTED]	MT
Data Processing	Chief/"C" Division	[REDACTED]	ML
Security	DC/Technical Security Div	[REDACTED]	MC
Training	Instructional Dev Group	[REDACTED]	MS
Finance	Acct/Member Planning Staff	[REDACTED]	MG
Logistics	Log Plan Off/C/Plns & Prog Stf	[REDACTED]	MF
O/DDA	<u>mas</u> Assistant SSA/DDA	[REDACTED]	MP

2. All Office Directors have accepted the personnel as indicated above. [REDACTED] the SSA, however, has serious reservations about the nominee, [REDACTED] as his assistant. He is concerned about his depth of knowledge and ability to respond to the many problems presented to the SSA and Assistant SSA/DDA. Also he has reservations concerning [REDACTED] who was considered by the Board as an alternate for the position, because he feels that [REDACTED] may not have sufficient stature for the job. This nomination appears to be the only problem existing at this time. Your approval of this report should indicate your specific desires for the position of Assistant SSA/DDA.

CONFIDENTIAL -2-

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3. The actual rotation date for the officers listed above will be arranged with each Office Director. It is anticipated that some will be as soon as the month of September 1976 and others could be delayed as late as Spring 1977.

151

25X1A

APPROVED : Colonel John F. Blake J 5 AUG 1976

DISAPPROVED: _____

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25X1A NOMINEE

FROM	TO
Office of Security	Training - Instructional Development Group
Office of Training	Personnel- O/DD/Pers for Plans & Control
Office of Personnel	O-DD/A Staff - Management & Assessment Sta
Office of Data Processing	Communications-Chief, Engineering Sup. Div
Office of Logistics	Data Processing - Chief/"C" Division (Applications)
Office of Finance	Logistics - Log Plan Office/Chief, Plans & Programs Staff
MGer (O-DDA)	Finance - Acct/Member Planning Staff
Office of Communications	Security - Dep. Chief/Technical Sec. Div.

25X1A

[REDACTED] Unable to Attend

1 OCT 1975

MEMORANDUM FOR: All DDA Personnel

SUBJECT : Recent Developments in DDA Personnel Management

The following items will be of interest to DDA personnel.

A. DDA Personnel Panel

1. The DDA Career Service has had little difficulty in assigning DDA officers to vacancies within their particular career sub-groups. Until recently, however, there has been no formal mechanism for selecting officers for assignment to sub-groups other than their own. To alleviate this problem, I have established a DDA Personnel Panel comprised of the Career Management Officers from each DDA Office or Sub-Group. The current members of this Panel are:



DDA/CMO and Chairman
Office of Communications
Office of Finance
Office of Joint Computer Support
Office of Logistics
Office of Medical Services
Office of Personnel
Office of Security
Office of Training
MG Sub-Group and Executive Secretary

STATINTL

2. The DDA Personnel Panel is charged with the following responsibilities:

a. To make recommendations to Heads of Career Sub-Groups concerning the transfer of officers between sub-groups on a routine basis to fill jobs requiring special talents or as an aid in career development.

b. To assist in the placement of DDA career officers excess to their sub-groups in available jobs throughout the Directorate.

c. To recommend nominees to fill those jobs in the MG Sub-Group for which MG Career Officers are not available.

This Panel meets approximately every two weeks.

3. Individually, each Panel member is charged with being the focal point for career management problems within his particular Sub-Group. Individuals having questions regarding the operation of the DDA Personnel Panel or their desire or suitability for an assignment within another career sub-group should contact their Panel representative directly.

B. Specialists in the MG Sub-Group

1. The MG Career Sub-Group historically has been staffed by management generalists. However, there have always been a few specialists in the sub-group handling such functions as records administration, information systems, etc.

2. Two recent actions have affected the generalist/specialist relationship in the MG Sub-Group. First, in May 1975 it was decided that no new generalists would be added to the MG Sub-Group. Incumbent MG generalists would remain in the Sub-Group, but as its size dwindled, the various DDA offices would be expected to staff some jobs normally filled by MG generalists. The second action resulted from additional requirements placed on the Agency through added use of information systems, Congressional investigations, the gaining significance of regulations, and laws such as the Freedom of Information Amendment and the Privacy Act. As a result the number of specialist positions is increasing.

3. The normal approach to staffing these specialist positions would be to choose carefully MG generalists to fill them. The May 1975 action makes this less practical and it will be increasingly necessary to recruit from outside the MG Sub-Group for particular jobs or specialists. The DDA Personnel Panel will play a key role in this process.

4. Some MG generalists who in the past have been selected for specialist jobs have become experts in their new fields and have indicated a desire to remain in this specialty. The increased need for specialists makes this a viable and effective course of action. In connection with this, a program is also being developed to attempt to identify those whose best interests and aptitudes lie in the specialist field. This, quite properly, is a slow process as the move must be made not only as a conscious management decision but one which takes into consideration the attitude of the individual concerned as well. Relatively speaking, the day of the specialist in the MG Sub-Group has arrived.

5. The above indicates a new trend in the MG Sub-Group but will not result in the abolition of generalist positions. It is planned that the generalist jobs will remain even after all MG generalists have moved on. However, the need for specialists in the foreseeable future will continue at a very high level and must be considered in any career planning by an individual. Obviously, it will be a responsibility of management to insure that these specialists receive equal professional recognition.

C. Informal Communications

1. In an organization as purposely compartmented as ours, informal communications between management and staff and among or between groups becomes increasingly important. The importance, in fact, is almost directly related to the difficulty in establishing and maintaining these lines of communications.

2. To better enable myself and John McMahon to maintain contact with the M and MG Career Sub-Groups, neither of which has a specific office identification, we have decided to initiate a program of small monthly luncheons. Every month either I, as Head of the M Career Sub-Group, or John McMahon, as Head of the MG Career Sub-Group, will meet with a small number of personnel in our respective services. It is planned that within 18 months most members of each Sub-Group will have been included in one or more such gatherings. Each group will be so selected as to include a fair cross-section of the particular Sub-Group. Details on the first such luncheon will be forthcoming.

3. In this manner, we hope to become more familiar with the members of these sub-groups, create an informal channel between the Heads of the sub-groups and the personnel, and encourage the exchange of ideas between members of the groups.

STATINTL



John F. Blake
Deputy Director
for
Administration

UNCLASSIFIED INTERNAL
USE ONLY CONFIDENTIAL SECRETApproved For Release 2001/08/07 : CIA-RDP79-00498A000500020003-1
ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Intra-Directorate Rotation

DD/A Registry

File Personnel-1

FROM: John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

EXTENSION

NO.

DATE

10 September 1976

25X1A

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED FORWARDER

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Secretary, Executive Advisory Group
Attn: Mr. Taylor

2. Room 4E-42, Hqs.

Jim:

I refer the attached papers to your attention primarily because of the attached routing slip note from Hank Knoche. It is my own opinion, with the wrestling we are now doing with the Executive Advisory Group that the time is appropriate to schedule this matter. I would appreciate the return of the papers after you have perused them.

3.

4.

5.

6.

7.

STATINTL

8.

9.

10.

11.

12.

13.

14.

15.

John F. Blake

Att:
DDA 76-4356Distribution:
Orig RS - Mr. Taylor w/Orig
of Att

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BEST COPY
Available

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDCI	9/5	JWL
2	Room 7D-6011 Headquarters		
3	PDA		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:		Executive Registry	76-33121
<p>Jack— Thanks. Something along these lines should be used as a model for DIA. [Signature]</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE		DATE	
DD/Administration 7D-24		8/30/76	
	UNCLASSIFIED	CONFIDENTIAL	SECRET

FORM NO. 237 Use previous editions
1-67

(40)